

Pine Valley Community Village

Position Description

Name:	Department: Administration/Nursing
Position Title: Assisted Living Nurse Supervisor	Pay Grade: J Res 19-135 moved this to GRADE K
FLSA Status: Exempt	Reports to: Administrator

Purpose of Position

Responsible for the daily operation of the CBRF and accountable for adherence of facility policies and procedures, and state regulations.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required or assigned.

Management

- Responsible for fostering and maintaining a cohesive team environment
- Oversees daily staff scheduling.
- Establish work schedules and staff assignments.
- Assists in selection of staff, training and supervision of CBFR staff.
- Supervise Personal Care Workers on the unit. Maintains visibility to assist staff or address concerns.
- Directs care being given to residents in accordance with resident's plan of care.
- Routinely works alternate shifts to actively supervise all members of the team and communicate expectations.
- Assures compliance with state regulations in order to maintain CBRF license.
- Performs employee performance evaluations and initiates corrective action process in collaboration with the Administrator as necessary.
- Conducts employee competency testing.
- Conducts regular team meetings with staff. Functions in a collaborative role with all members of interdisciplinary team.
- Maintains a customer focus philosophy when communicating with staff, resident, and visitors.
- Maintains basic knowledge of budget and makes decisions in light of fiscal constraints.
- Maintains reliable attendance in accordance with the Pine Valley Healthcare attendance policy.
- Train and supervise staff in accordance with federal and state mandated training.
- Monitor the use of diagnostic services, inpatient beds, facilities, and staff to ensure effective use of resources and assess the need for additional staff, equipment, and services.

Resident Care/Customer Service

- Conducts resident admission process.
- Conducts tours, provides printed and verbal information about the CBRF.
- Oversee/Conducts inquiry and assessment of prospective residents.
- Updates resident care plans/ISPs as needed.
- Conducts regular meetings with residents and their families to review plan of care.
- Evaluates services rendered and maintains appropriate contact with residents to assure quality of services.
- Plans and initiates new programs for enhancing services
- Oversees monthly activity schedule and activity programming.
- Collaborates and responds promptly to resident and family concerns. Investigates issues and attempts to resolve problems in a timely manner.
- Conducts timely assessments as indicated by care level, etc.
- Audits nursing practices and documentation to ensure compliance with state and federal regulations.
- Identifies and addresses resident medical needs with prompt assessment, intervention and follow through.
- Contacts resident family members and physician as warranted.
- Documentation is thorough, timely and professional.
- Communicates with business office when changes are made to level of care.
- Works with HR to ensure staff has required annual training and certification is current.

Safety/Confidentiality

- Assures resident safety.
- Responsible for knowledge and safe use of equipment used to perform essential job functions and must request further orientation, instruction, or training if needed.
- Reports any inappropriate or unsafe activity noted by coworkers, residents, clients, and/or visitors.
- Maintains strict code of confidentiality regarding residents/clients, resident families and private employee matters.
- Participates in routine emergency drills.
- Other duties as assigned.

Minimum Training and Experience Required to Perform Essential Job Functions

Qualifications: Education/Licensure. Current license as a Registered Nurse with the State of Wisconsin. Well-developed interpersonal skills. Sound knowledge of quality assurance programs.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language ability and Interpersonal Communication

- Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to criteria/standards. Ability to compare, count. Differentiate, measure

and/or sort data and information. Ability to assemble, copy, record and transcribe data. Ability to classify, compute and tabulate data.

- Ability to advise and interpret on how to apply policies and procedures and standards to specific situations. Ability to explain, demonstrate and clarify to others within establishes policies and procedures.
- Ability to communicate effectively with Pine Valley employees, residents and residents families, DON and Administrator.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate percentages, fractions and decimals; with the ability to apply computer formulas.

Judgment and Situational Reasoning

- Ability to use functional reasoning development in performing activities within rational systems involving diversified work requiring exercise in judgment.
- Ability to apply situational reasoning ability by exercising judgment, decisiveness and creativity in situations involving a variety of predefined duties subject to frequent change.

Physical Requirements

- Ability to grasp and place objects, operate telephone computer, keyboard, photocopier, fax, calculator, etc.
- Ability to exert light physical effort in sedentary to light work involving, lifting, carrying, pushing and pulling, Ability to handle, finger and feel.
- Ability to recognize and identify individual characteristics of forms associated with objects, materials and ingredients.

Environmental Adaptability

- Ability to work under conditions which require exposure to environmental factors such as odors, toxic agents, vibrations, machinery, wetness, disease and/ or dust. This exposure may cause some discomfort and presents a risk of injury.

Richland County is an Equal opportunities Employer. In compliance with the Americans with Disability Act, the county will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisors Signature

Date

Date